**Instructions for Completing the Fiscal Year (FY) 2002 Spreadsheet
For the Small, Rural School Achievement Program and the
Rural and Low-Income School Program
OMB #1810-0646
Exp. 8/31/2002**

Introduction

Part B of Title VI of the Elementary and Secondary Education Act (ESEA) authorizes the Secretary of Education to award funds under two separate formula grant programs that are designed to address the unique needs of rural school districts – the Small, Rural School Achievement Program (ESEA Section 6212) and the Rural and Low-Income School Program (ESEA Section 6221). Under the Small, Rural School Achievement Program, the Secretary awards grants directly to eligible local educational agencies (LEAs). Under the Rural and Low-Income School Program, the Secretary awards grants to State educational agencies (SEAs), which in turn award subgrants to eligible LEAs on a formula or competitive basis. If a State chooses not to participate in the Rural and Low-Income School Program, the Secretary awards grants directly to eligible LEAs in that State. (More detailed information concerning these programs is available on the Department's website at http://www.ed.gov/offices/OESE/esea/ under the heading "Flexibility Provisions".)

On an electronic copy of the accompanying Excel spreadsheet, please enter the requested data that the Department needs in order to make grant awards under the two rural education programs. (An electronic version of the spreadsheet and these instructions is available on the Department's website at http://www.ed.gov/offices/OESE/reap.html). We intend to use this spreadsheet to generate allocation amounts once we have received the information from all States. We strongly encourage you to use the electronic version of the spreadsheet for entering data to reduce the opportunities for transcription errors. The spreadsheet lists all of the LEAs in the Common Core of Data for your State. The Department has already entered the information in the shaded columns, including that in the hidden columns. (This information is from the Common Core of Data or Census, and represents the most recent information available from these sources.) *You should enter the applicable data in the columns that are not shaded and submit the completed Excel spreadsheet electronically to the Department at REAP@ed.gov*.

In completing the spreadsheet, you should also carefully review the data listed in the shaded columns. If you believe that any of these data are inaccurate, particularly in the column listing the LEAs in your State, you should inform us of the errors and provide corrected data to us on a blank copy of the spreadsheet (also available on our website http://www.ed.gov/offices/OESE/reap.html). This information should also be e-mailed to us at REAP@ed.gov.

In addition, the Department realizes that not all LEAs have NCES identification numbers. At the end of this document, under the heading "Submitting Additional Information" are instructions regarding eligibility for these LEAs.

Providing LEAs with an Opportunity to Comment on the Data

In order to determine fiscal year 2002 allocations and eligibility in accordance with the rural education legislation, the Department must collect ADA and other data. For the Small, Rural School Achievement Program, these data also include the amount of funds that eligible LEAs received in fiscal year 2001 under the Eisenhower Professional Development, Innovative Education Program Strategies, Class-Size Reduction, and Safe and Drug-Free Schools and Communities programs. Under the Rural and Low-Income School Program, participating States receive an allocation based on their proportionate of students in ADA in eligible LEAs. States also may make suballocations under that program through a formula based on each eligible LEA's share of students in ADA within the State.

Because your data entries will affect all State and LEA allocations, we strongly urge you to provide your LEAs with an opportunity to verify the data on the Excel spreadsheet prior to your submitting the data to us. This should help minimize the possibility of errors in the submission.

State Deadline for Submission of Data

The statute requires that ADA data be provided to the Department by March 1 and that the Department make allocations to districts under the Small, Rural School Achievement program not later than July 1 of a fiscal year. Because this is the first year of the program and the time between enactment of the legislation and the ADA submission date is so limited, the Department will grant States an additional month to provide the data that is needed to make State and LEA allocations. *For this year only, each State will have until April 1, 2002 to submit the Spreadsheet data, but must notify the Department not later than March 1, 2002, of its plans to do so and the date by which it will submit the data. The notification should be sent to the address provided at the end of this document. Again, the alternative date by which you may submit the data must be on or before April 1, 2002.*

Program Eligibility Requirements

The statute establishes the following eligibility requirements for the rural education grant programs –

(1) *Small, Rural School Achievement Program*

An LEA is eligible for an award under this program if –

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(a) The total number of students in average daily attendance at all of the schools served by the LEA is fewer than 600; *or* each county in which a school served by the LEA is located has a total population density of fewer than 10 persons per square mile; *and*

(b) All of the schools served by the LEA are designated with a school locale code of 7 or 8 by the Department's National Center for Education Statistics; *or* the Secretary has determined, based on a demonstration by the LEA and concurrence of the SEA, that the LEA is located in an area defined as rural by a governmental agency of the State.

(2) *Rural and Low-Income School Program*

An LEA is eligible to apply to its SEA for a subgrant under this program if –

(a) The LEA is not eligible for a grant under the Small, Rural School Achievement Program;

(b) 20 percent or more of the children ages 5 through 17 years served by the LEA are from families with incomes below the poverty line; *and*

(c) All of the schools served by the LEA are designated with a school locale code of 6, 7, or 8.

Determination of Allocation Amounts

The Department will allocate funds under the two rural grant programs on the following basis –

(1) *Small, Rural School Achievement Program*

Under this program, the Department will award funds directly to eligible LEAs on the basis of the formula described in Section 6212(b) of the ESEA. The formula takes into consideration the number of students in average daily attendance in the LEAs as well as the amount of "applicable funding" (as defined in Section 6211(c) of the ESEA) that the LEAs received in the preceding fiscal year. As a result, the Department is requesting on the Excel spreadsheet data that are needed not only for determining LEA eligibility but also for calculating LEA award amounts.

(2) *Rural and Low-Income School Program*

Under this program, the Department will award grants to SEAs on the basis of the formula described in Section 6221(a)(2) of the ESEA. This formula takes into account the number of students in average daily attendance served by eligible LEAs in each State compared to the number of students served by all eligible LEAs throughout the country. The SEA then awards subgrants to eligible LEAs on either a competitive or formula basis. If an SEA does not participate in this program, the Department awards the SEA's share directly to eligible LEAs in the State. Again, the information provided on the Excel spreadsheet will enable the Department to determine LEA eligibility as well as award amounts under the program.

Spreadsheet Column-by-Column Explanations and Instructions

The headings listed below refer to the respective columns on the Excel worksheet. As the instructions indicate, *you will provide data in columns 6, 7, 8, 9, 10, 14, 15, 16, 17, and 18*. Data in the other columns have already been entered by the Department.

1. NCES LEA ID *(Data already entered)*: The number assigned by the National Center for Education Statistics (NCES) for each LEA included in the Common Core of Data (CCD).

2. State LEA ID *(Data already entered)*: The number assigned by the SEA to the LEA.

3. District Name *(Data already entered)*: The district name as it appears in the CCD.

   Mailing Address *(Data already entered)*: (hidden column) The mailing address for the LEA.

   City *(Data already entered)*: (hidden column) The name of the town or city in the mailing address for the LEA.

   Zip Code *(Data already entered)*: (hidden column) The postal zip code for the LEA address.

   Zip + 4 *(Data already entered)*: (hidden column) The postal zip code extension for the LEA address.

   Telephone *(Data already entered)*: (hidden column) The telephone number of the LEA.

4. Locale codes of schools in an LEA on the CCD list *(Data already entered)*: This column lists the different school locale codes that have been assigned to schools in the LEA, but does not identify the locale code of each individual school. (Further information on locale codes is available on the NCES website at http://www.nces.ed.gov/ccdweb/school/reap.asp.)

5. Does each school have a locale code of 7 or 8? *(Data already entered)*: This column indicates whether all of the schools in the LEA have a school locale code of 7 or 8. LEAs that serve only schools with a locale code of 7 or 8 and meet the other eligibility requirements are eligible to participate in the Small, Rural School Achievement program.

6*. Is the LEA in an area defined as rural by the State? *(Data you will provide)*: This column collects alternative data that may be used in establishing an LEA's eligibility for funds under the Small, Rural School Achievement Program if all of its schools do not have a school locale code of 7 or 8. As noted above, as part of the eligibility

requirements for this program, all of the schools in the LEA must have a school locale code of 7 or 8, *or* the Secretary must determine, based on a demonstration of the LEA and with the concurrence of the SEA, that the LEA is located in an area defined as rural by a governmental agency of the State.

If there is an entry of "yes" in column 5 for a given LEA, you may enter "NA" ("not applicable") in column 6.

If you enter "yes" in column 6, you must provide the following additional information with respect to the applicable LEAs:

- The identity of the State governmental agency that established the definition; and
- An indication of the SEA's concurrence that the use of the definition and inclusion of the LEA in the Small, Rural School Achievement Program is appropriate.

At the end of this document are instructions for submitting the additional information that is required if you enter "yes" in column 6 with respect to any LEA.

7*. Average Daily Attendance (ADA)*(Data you will provide)*: ADA data is used to establish eligibility under both rural education programs and to make State and LEA allocations. In this column, enter the number of students in average daily attendance (ADA) for those LEAs that appear to be eligible to participate in the Small, Rural School Achievement Program or the Rural and Low-Income School Program. If it is easier to do so, you may provide on the spreadsheet ADA data for all LEAs in your State.

The legislation states that for purposes of the rural education programs, not later than December 1 of each year, an LEA must "conduct a census to determine the number of students in average daily attendance in kindergarten through grade 12 at the schools served by the agency" (ESEA Section 6231(a)). The legislation further requires that the ADA data be submitted no later than March 1 of each year. Thus, the FY 2002 Excel spreadsheet should include ADA data that are based on a census that was conducted by December 1, 2001. Given that the legislation was enacted after the initial census should have been conducted, for the first year of these programs, the Department will accept alternative ADA data that are consistent with the statutorily required data (e.g., ADA data that are based on a percentage of enrollment).

8*. Is county population density less than 10 persons per square mile? *(Data you will provide)*: This column collects alternative data that may be used in establishing an LEA's eligibility for funds under the Small, Rural School Achievement Program. As noted above, as part of the eligibility requirements for this program, the total number of students in average daily attendance at all of the schools served by the LEA must be fewer than 600, *or* each county in which a school served by the LEA is located must have a total population density of fewer than 10 persons per square mile.

If the ADA that you entered for an LEA in column 7 is less than 600, you may enter "NA" ("not applicable") for that LEA in column 8.

If the ADA that you entered for an LEA in column 8 is 600 or greater, you may use county population density as an alternative means of establishing part of an LEA's eligibility under the Small, Rural School Achievement Program. You may enter "yes" in column 8 only if each county in which a school served by the LEA is located has a total population density of fewer than 10 persons per square mile.

If you enter "yes" in column 8, you must provide the following information with respect to the applicable LEAs:

- An assurance that all of the schools in the LEA are physically located in the counties for which the population density data is provided.

County population density data is available on the Census website at http://factfinder.census.gov/servlet/BasicFactsServlet?_lang=en. (Follow these steps to obtain specific county population density data: (i) At this website, click Geographic Comparison Tables under FactFinder Data Sources; (ii) Click on "Change Selection" pull-down button at the top and choose "Geography"; (iii) Under "Select a geographic type," select "State.; (iv) Under "Select a geographic area," highlight your State. (v) Under "Select a table format and click 'Show Table'", click "Show Table.")

At the end of this document are instructions for submitting the additional information that is required if you enter "yes" in column 8 with respect to any LEA.

9*. Is LEA eligible for Small, Rural School Achievement (SRSA) Program? *(Data entry you will make)*: In this column, you will make an initial determination concerning an LEA's eligibility to receive funds under the Small, Rural School Achievement Program. (After reviewing the data, the Department will make the final determination concerning an LEA's eligibility for an award.)

Enter "yes" in column 9 if only *both* of the following conditions exist:

- *First condition*: There is an entry of "yes" in either column 5 ("Does each school have a school locale code of 7 or 8?") *or* column 6 ("Is the LEA defined as rural by the State?"); *and*
- *Second condition*: The ADA reported in column 7 is less than 600 *or* you have entered "yes" in column 8 ("Is county population density less than 10 persons per square mile?").

If both of these conditions are not met, enter "no" in column 9.

10*. Does the SRSA-eligible LEA intend to participate? *(Data you will provide)*: Enter "yes" in column 10 if an LEA that is eligible to participate in the Small, Rural School Achievement Program intends to do so. Enter "no" if an SRSA-eligible LEA

does not intend to participate. Enter "NA" ("not applicable") if the LEA is not eligible for funds under the Small, Rural School Achievement Program.

11. Percentage of children from families below the poverty line? *(Data already entered)*: In this column, the Department has listed for each LEA on the CCD list, the percentage of school-aged children served by the LEA that are from families with incomes below the poverty line. This data is used to determine eligibility for the Rural and Low-Income School program.

12. Does LEA meet Low-Income poverty requirement? *(Data already entered)*: In this column, the Department has indicated whether an LEA on the CCD list meets the poverty requirement for the Rural and Low-Income School Program that an LEA have a child-poverty rate of 20 percent or more.

13. Does each school in the LEA have locale code of 6, 7, or 8? *(Data already entered)*: To be eligible for the Rural and Low-Income School program, an LEA must serve only schools that have a locale code of 6, 7, or 8. This column indicates whether each school in an LEA on the CCD list has a school locale code of 6, 7, or 8.

14*. Is LEA eligible for Rural and Low-Income School Grant? *(Data entry you will make)*: In this column, you will make an initial determination concerning an LEA's eligibility to receive funding under the Rural and Low-Income School Program.

Enter "yes" in column 14 only if only *all* of the following conditions exist:

- *First condition*: You have entered "no" in column 9 ("Is LEA eligible for Small, Rural School Achievement (SRSA) Grant?");
- *Second condition:* There is an entry of "yes" in column 12 ("Does LEA meet Low-Income poverty requirement?") *and*
- *Third condition:* There is an entry of "yes" in column 13 ("Does each school in the LEA have locale code of 6, 7, or 8?")

15*. FY 2001 Title II Allocation Amount *(Data you will provide)*: Enter the amount of the FY 2001 Title II Eisenhower grant award for each LEA for which you entered "yes" in column 9 ("Is LEA eligible for Small, Rural School Achievement (SRSA) Grant?") The Department will use this data to determine allocations to eligible LEAs under the Small, Rural School Achievement Program. You should supply this data only for LEAs eligible for grants under the program. If it is easier for you to do so, you may enter Title II data for all LEAs.

16*. FY 2001 Title IV Allocation Amount *(Data you will provide)*: Enter the amount of the FY 2001 Title IV Safe and Drug-Free Communities grant award for each LEA for which you entered "yes" in column 9 ("Is LEA eligible for Small, Rural School Achievement (SRSA) Grant?") The Department will use this data to determine allocations to eligible LEAs under the Small, Rural School Achievement Program. You

should supply this data only for LEAs eligible for grants under the program. If it is easier for you to do so, you may enter Title IV data for all LEAs.

17*. FY 2001 Title VI Allocation Amount *(Data you will provide)*: Enter the amount of the FY 2001 Title VI Innovative Education grant award for each LEA for which you entered "yes" in column 9 ("Is LEA eligible for Small, Rural School Achievement (SRSA) Grant?") Do not include funds awarded under the School Renovation program. The Department will use this data to determine allocations to eligible LEAs under the Small, Rural School Achievement Program. You should supply this data only for LEAs eligible for grants under the program. If it is easier for you to do so, you can enter Title VI data for all LEAs.

18*. FY 2001 Class-Size Program Allocation Amount *(Data you will provide)*: Enter the amount of the FY 2001 Class-Size Program grant award for each LEA for which you entered "yes" in column 9 ("Is LEA eligible for Small, Rural School Achievement (SRSA) Grant?") The Department will use this data to determine allocations to eligible LEAs under the Small, Rural School Achievement Program. You should supply this data only for LEAs eligible for grants under the program. If it is easier for you to do so, you may enter Class-Size data for all LEAs.

Submitting Additional Information

As noted in the instructions above, you may need to submit additional information concerning the data entries in the Excel spreadsheet. In particular, you may need to provide corrected information for entries in the shaded columns, State-defined rural data for entries in column 6, or county density data for entries in column 8. In addition, SEAs will need to determine the eligibility status of LEAs that do not have an NCES identification number.

An LEA without an NCES identification number will not have locale codes assigned to the schools it serves. An LEA would still be eligible for the Small, Rural School Achievement Program if (a) the total number of students in average daily attendance at all of the schools served by the LEA is fewer than 600; *or* each county in which a school served by the LEA is located has a total population density of fewer than 10 persons per square mile; *and (b)* the LEA can demonstrate, with the concurrence of the SEA, that it is located in an area defined as rural by a governmental agency of the State. An SEA must provide the identity of the State governmental agency that established the definition and indicate that the SEA concurs with the use of the definition and inclusion of the LEA in the Small, Rural School Achievement Program.

An LEA that does not have an NCES identification number and for which school locale codes or poverty data are not currently available is not eligible to participate in the Rural and Low-Income Program this year. We encourage these districts to contact their State CCD coordinators in order so that they can be added to the CCD and apply for any future funding that Congress may appropriate under the program.

*You should submit any additional information that needs to be provided in response to the instructions in one of the following wa*ys:

- *By e-mail to:*

  REAP@ed.gov

- *By mail to:*

  Mr. Charles Lovett
  Office of School Support and Technology Programs
  U.S. Department of Education
  400 Maryland Avenue, S.W., Room 3E241
  Washington, D.C. 20202

- *By facsimile transmission to:*

  Mr. Charles Lovett
  Office of School Support and Technology Programs
  FAX Number: (202) 205-5870

Contact for assistance

For questions concerning the rural education programs or the Excel spreadsheet and these instructions, contact Mr. Charles Lovett at (202) 401-0039 or at REAP@ed.gov.